

Retention and Classification Report

Agency: Department of Natural Resources. Division of Oil, Gas, and Mining. Abandoned Mine Reclamation Program (722)
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AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7453

3

TITLE: Abandoned mine reclamation project files

DATES: 1983-

ARRANGEMENT: Alphabetical by county name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are the files dealing with the reclamation of abandoned mines in the state. This activity is funded through federal grants awarded under 30 CFR Part 886. The file include a technical file, legal file, realty file, precontract file, and contract file. Information includes maps, environmental assessment, pictures, cultural resource information, executed right of ways, notice of public hearings, eligibility information, and other related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year after termination and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

The file should be kept in the office until two years after the completion of the reclamation efforts. This record is subject to audit by the federal government and the provisions of OMB Circular A-102 apply. Once the record's administrative and fiscal value end, it should be transferred to the State Archives for the record has long term research value.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7453

TITLE: Abandoned mine reclamation project files

(continued)

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7802

3

TITLE: Abandoned mine sites

DATES: 1982-

ARRANGEMENT: Alphabetical by county

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files of all the abandoned mine sites in the state. They are used as the pool from which sites for reclamation are chosen. The file includes site photographs, field investigation reports, maps, safety index scoresheet, environmental index scoresheet, socioeconomic index scoresheet, subjective/evaluation notes, and feature description.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 13 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These files are needed in the office as long as the program is active. The program is funded until 1995. Occasionally accidents or reports of hazardous substances make immediate access to the files necessary. Once the program ends, these files should be transferred to the archives for permanent retention. However, depending on future funding, the "in office" retention may be adjusted.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7802

TITLE: Abandoned mine sites

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7464

1

TITLE: Administrative files

DATES: 1982-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until obsolete and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7803

3

TITLE: Correspondence file

DATES: 1985-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain correspondence between mine owners, operators, partners, principle shareholders, and developers and the agency. The records may contain information relating to: permits; status of the land; operation plans; geologic information; hydrologic information; fish and wildlife plans; disposal of excess soil; protection of public parks and historic places; and any information, enquiry, or instruction needed by the agency regarding reclamation plans and progress. The correspondence provides information about unique agency functions, policies, procedures, or programs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7803

TITLE: Correspondence file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7454

3

TITLE: Memoranda of agreement

DATES: 1984-

ARRANGEMENT: Alphabetical by agency

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are memoranda of agreements between the division and other state divisions and federal agencies as to who will carry out certain activities in areas of overlapping responsibilities. These agreements are with the Division of Parks and Recreation, the Division of State Lands and Forestry, the Division of Wildlife Resources, the Bureau of Land Management, the Salt Lake County Public Works Department, the Division of State History, the U.S. Forest Service and the U.S. Fish and Wildlife Service.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years after obsolete and then destroy.

APPRAISAL:

Administrative Fiscal

The retention is set for administrative needs and for any potential federal review.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7461

3

TITLE: Minority business reporting file

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a file that contains the names and locations of minority businesses in the state. The file contains both 1) a mailing list and 2) copies of notices of contract for bid sent to the various firms. This file is used by the division to comply with the requirements of 30 CFR 886.18(4).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office until superseded and then destroy.

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

Administrative Fiscal Legal

The mailing has administrative value only and may be disposed of when updated. The copies of the notices should be kept for the audit period in case an auditor wishes to review the division's compliance with the CFR.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7461

TITLE: Minority business reporting file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7804

3

TITLE: National abandoned land inventory update

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a listing of all abandoned mines in the state. It gives the date prepared, the state name and number, the problem area number, the planning unit number and name, the county, the location, the reason for an update (new problem area, more serious problem, etc.), a description of the health, safety, and general welfare problems, narrative evidence of the problem, environmental restoration problems, narrative evidence of hazardous equipment and facilities, and reclamation costs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office until obsolete and then destroy.

APPRAISAL:

Administrative Historical

A record of abandoned mine sites in the state is of long term value and should be preserved.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining.
Abandoned Mine Reclamation Program

SERIES: 7460

3

TITLE: Public comments on abandoned mine reclamation plan

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This file contains the record of public comments on the proposed state plan. Public input into the plan is required by 30 CFR 884.14. The file includes written comments, notice of public hearing and hearing transcripts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This record has long term research value as it documents the evolution of the state plan. A three year retention in office is to allow for any potential federal review.

PRIMARY CLASSIFICATION:

Public